

QUALITY RECORDS LIST**Earth Science Data & Information System Project (ESDIS)****Code 423**

Sheet 1 of 4
<i>Original Signed by:</i> <i>D. Perkins/423 2-08-2001</i>
Signature/Code/Date

Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
GPG 1410.1 Directives Management	Directives Signature Copy (PGs)	K. Oppenhauser/423	DM file-B32/W260A	Permanent-retire to FRC 5 years after cancellation or when superceded. Transfer to NARA in 5-year blocks when 20 years old.
GPG 1410.2 Configuration Management	Completed configuration change/approval request (CCRs)	K. Oppenhauser/423	http://spso.gsfc.nasa.gov/cm & CM file B32/S231	Records may be retired to an FRC when 2 years old. Destroy when 15 years old.
GPG 1410.2 Configuration Management	CM Records	K. Oppenhauser/423	CM file B32/S231	End of Project
GPG 8700.4 Technical Review Program	Peer Review Summary; Science System ORR	V. Griffin/423	ESDIS Library-B32/E148	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: Science System ORR	V. Griffin/423	ESDIS Library-B32/E148	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.

GPG 8700.4 Technical Review Program	Peer Review Summary; MPR	G. Iona	System Manager file- B32/S224C	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: MPR	G. Iona	System Manager file- B32/S224C	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
423-PG-1310.1.1 Program Operation (POP) Submission	Annual POP Submission and support documentation	B. Cullinan/423	Financial Manager file- B32/W260B	Destroy when 2 years old.
423-PG-5100.1.1 EOS Core System (ECS) End Item Deliverable Evaluation	End Item Technical Evaluation Memo	J. Joyner (ECS CO)	ECS Contract File- B32/W267	Life of contract
423-PG-5100.1.2 SDPS Design Documentation Assessment Criteria	DID Technical Evaluation Memo	J. Joyner (ECS CO)	ECS Contract file- B32/W267	Life of Contract
423-PG-5100.1.3 SIPS Proposal Evaluation	ESDIS Project responses to SIPS proposal	H.K. Ramapriyan	Assistant Project Manager file-B32/S240D	Destroy when 2 years old.
423-PG-5330.1.1 Review and Approval of ECS Test Procedures	ESDIS email approval for final test procedures	T. Weber	ESDIS ECS Test Manager file-B32/E230C	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.2 SDPS Test Witnessing	Signed ECS Test Execution Sheets	ECS Contractor	ECS Contractor test file; Landover Maryland	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.3 SDPS Release Readiness Review	Final RRR Report w/ESDIS Sci Release Readiness recommendations	D. Lowe/423	ESDIS Library-B32/E148	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4	I&T Discrepancy Reports	EMOS: A. Krimchansky	PM Office File Bldg	Records may be retired to

Mission System Inspection and Test Status		EDOS: B. Seaton	32/E130C	the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	Post Test Reports	EMOS: A. Krimchansky EDOS: B. Seaton	Deputy Office file PM Office file	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	Technical Evaluation Memos	J. Joyner (ECS CO)	ECS Contract file-B32/W267	Life of Contract
423-PG-7120.2.3 IT Interface action Items	ESDIS IT/QA Action Item and Issues List	EDIO Office	http://romulus.gsfc.nasa.gov/ai/	Destroy when no longer needed or reference value ceases.
423-PG-7120.2.7 ESDIS/ECS Review Board (ERB)	ERB Issues database	D. Marinelli	Science System Development Engineer office file-B32/E230B	Destroy when no longer needed or reference value ceases.
423-PG-7120.2.7 ESDIS/ECS Review Board (ERB)	ERB meeting minutes	D. Marinelli	Science System Development Engineer office file-B32/E230B	Destroy when no longer needed or reference value ceases.
423-PG-8700.2.1 Management of Instrument Team Programming Standards	Standard Change and Waiver Requests	S. Scott	Interface Manager file-B32/S224B	Destroy when no longer needed or reference value ceases.
423-PG-8700.2.1 Management of Instrument Team Programming Standards	Standard Committee Correspondence	S. Scott	Interface Manager file-B32/S224B	Destroy when no longer needed or reference value ceases.
423-PG-8700.2.1 Management of Instrument Team Programming Standards	IT Software Active Waivers Listing	S. Scott	http://spsosun.gsfc.nasa.gov/eosinfo/ESDIS_Site/Information/Project/waivers/IT_Waive.htm	Destroy when no longer needed or reference value ceases.
423-PG-8700.4.1 Mission System Technical Review Program	Element Review Summary	Mission System Office	Mission Systems Office file B32/E110B	End of Program plus two years.

423-PG-8700.4.1 Mission System Technical Review Program	Element Review Requests for Action (RFAs) and Responses	Mission System Office	Mission Systems Office file B32/E110B	End of Program plus two years.
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